Revisions (shown in red) to PIMS V. 5.3 ADT Module User Manual
Registration Menu
For Bad Address Indicator, Patch DG*5.3*506

Overview

PRINT PREREGISTRATION AUDITS
This option prints the audits pertaining to preregistration from the PATIENT file (#2).

SUPERVISOR PREREGISTRATION MENU

ADD NEW APPOINTMENTS TO CALL LIST
This option lets you add patients to the Preregistration Call List based on patient appointments on a user-specified search date.

CLEAR THE CALL LIST
This option deletes all entries in the PRE-REGISTRATION CALL LIST file (#41.42) regardless of the call status.

PURGE CALL LOG
This option purges all entries prior to a user-specified date from the PRE-REGISTRATION CALL LOG file (#41.43).

PURGE CONTACTED PATIENTS
This option purges patients who have already been contacted from the Preregistration Call List.

PATIENT INQUIRY
This option displays registration information for a selected patient, including any preregistration items, and the Bad Address Indicator.
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PREREGISTER A PATIENT
This option lets you preregister a selected patient through the use of the Load/Edit process without using the Preregistration Call List.

Overview

PRINT PATIENT WRISTBAND
This option is used to print a patient wristband with bar coded social security number.

REGISTER A PATIENT
This option is used to create and/or edit a patient record while generating a registration (Application for Care). This registration must subsequently be dispositioned.

VIEW PATIENT ADDRESS
This option allows a user to view the patient's address along with the address change date, address change source, address change site (if applicable), and Bad Address Indicator.

VIEW REGISTRATION DATA
This option is used to view the data contained in a patient's record. Editing is not permitted through this option.

A Registration Supplement is provided giving examples of each of the registration screens and descriptions of the data elements that will be prompted for when using them.

**Means Test User Menu
GMT Thresholds Lookup by ZIP Code**

On January 23, 2002, President Bush signed into law H.R. 3477, The Department of Veterans Affairs Health Care Programs Enhancement Act of 2001. Section 202 of this Act requires the implementation of U.S. Department of Housing and Urban Development (HUD) Indices to determine geographic income thresholds in support of more discrete means testing. A new GMT copayment status identifies veterans who qualify for a reduced inpatient copayment rate. The effective date of the regulation to support this legislation is October 1, 2002. Like traditional Means Test thresholds, the GMT Thresholds will be applied in a retrospective manner (i.e., HUD Indices published in Calendar Year 2002 will be used for Means Tests performed in Calendar Year 2003). Information about HUD income limits is available on the Data Sets Page of the HUD User Web Site at http://www.huduser.org/datasets/il.html.

The GMT Thresholds will be uploaded into V*IST*A annually, along with the traditional means test threshold values, in a patch released in December of each year. They will be activated on January 1st of each year. The indices from previous years will be stored indefinitely in both V*IST*A and HEC systems. For information about the implementation of HUD Indices, refer to the GMT Installation Guide and GMT Technical Manual.

The GMT software provides the following functionality:

- Automatically populates City, State, and County fields of the Patient Demographics Screen when ZIP Code is entered during patient registration or edit of patient demographic data (load/edit), unless the Bad Address Indicator is set. (Refer to Screen 1, Data Group 4, in the Registration Supplement of this manual for more information about the Bad Address Indicator.)
- State and County fields can only be edited by users who hold the EAS GMT COUNTY EDIT security key
- Automatic Address Changes from HEC will clear the Bad Address Indicator field (if it was set). (Refer to Screen 1, Data Group 4, in the Registration Supplement of this manual for more information about the Bad Address Indicator.)
- A conversion of veterans based on their existing financial assessment information will be run at the HEC. An ongoing process assigns veterans to the appropriate medical care copayment and enrollment priority group upon completion of a financial assessment.

Means Test User Menu
GMT Thresholds Lookup by ZIP Code

- NSC and noncompensable 0% SC veterans with current income above the MT Threshold and below the applicable GMT Threshold will be placed in the new Means Test status, "GMT Copayment Required". These veterans will be assigned to Enrollment Priority Group 7 (unless Catastrophically Disabled [CD] or exposed to Agent Orange, Ionizing Radiation, or Environmental Contaminants). Veterans who are in GMT Copay Required status must submit income for yearly testing.
- Veterans who are subject to the full inpatient medical care copayment and placed in the new Enrollment Priority Group 8 (unless CD or exposed to toxic substances) include:
    - Veterans with income greater than the GMT threshold
    - Veterans declining to provide income info
    - Veterans with income greater than the MT threshold who live in an area where the GMT threshold is less than or equal to the MT threshold
    - Veterans with income above the MT threshold whose income info is over one year old at the time the GMT software is installed
- Although this does not affect the GMT functionality, all user viewable references to Category A and Category C means test statuses in enrollment-related software have been modified to reflect the following changes:
    - Category A (Cat A) is now MT Copay Exempt
    - Category C (Cat C) is now MT Copay Required
- A variety of reports and data screens have been modified to display Enrollment Priority Group 8 and GMT Copayment Required status.
- Provides a new user option, GMT Thresholds Lookup by ZIP Code, which displays GMT Threshold values for a valid user-specified ZIP Code
- Adds a new field, "Hardship Reason", to the Hardship Determinations Screen.

The GMT Thresholds Lookup by ZIP Code option is used to display GMT Threshold values for a valid Postal Code (a.k.a. ZIP Code). The only user prompt is "ZIP Code:", and a response is required. You must enter a ZIP Code or a city name to generate an output, or a caret (^) to return to the menu. If you enter a city name and the software finds multiple cities with the same name, it returns a list of the cities with their corresponding ZIP Codes from which you can make your selection.

The software returns the following information for a valid ZIP Code:

- ZIP Code
- County Name
- State
- Income year in which the GMT Thresholds apply
- Federal Information Processing Standard (FIPS) [County] Code
- Number of family members in household
- GMT Threshold dollar amounts for up to eight members in household
- Family size adjustments information for all income limits
- The formula for determining GMT Threshold dollar amounts for households with more than eight family members

View Patient Address

This option is used to view a patient's address and change information associated with the address. The user is prompted to select a patient's name and print device. The output includes the following information:

- Patient Name
- Patient Address
- Address Change Date
- Address Change Source
- Address Change Site
- Bad Address Indicator (Refer to Screen 1, Data Group 4, in the Registration Supplement of this manual for more information about the Bad Address Indicator.)

Registration Supplement

Each screen (excluding Screen 8) is set up in numbered data groups. If the number of the data group is displayed in brackets [ ], you will be able to enter/edit its data. If it is displayed in arrows < >, you will not be able to enter/edit. A High Intensity feature has also been supplied. If this feature is turned ON (through the MAS Parameter Entry/Edit option of the ADT System Definition menu), those data groups that you may edit will be highlighted on your screen while those that are not editable will not be highlighted. The system determines which information is editable by user and patient type.

Screen 8 uses the List Manager utility. The List Manager is a tool designed to display a list of items. It allows you to select items from the list and perform specific actions against those items.

For the purposes of this Supplement, all non-informational screens and data groups are shown as being "available"; that is, their corresponding numbers are surrounded by brackets [ ]. Keep in mind that this may not be the case when you are actually working on the system.

No defaults are shown in this Supplement. If you are editing the record of an existing patient, previously entered information will appear as a default. You may enter a <RET> to accept the default value.

What follows are examples of each Registration Data Screen along with definitions of each of the data groups and associated fields. Information that is subject to verification is so indicated. Fields that are indented are prompted based upon the entry made at the primary prompt (the prompt under which that field is indented). Much of the time, data entered into these fields will be deleted upon changing or deleting the entry at the primary prompt. This is explained for each appropriate data grouping or field.

```
                     PATIENT DEMOGRAPHIC DATA   SCREEN <1>
PATIENT NAME;SSN                                                 TYPE
=============================================================
INELIGIBLE/MISSING MESSAGE MAY BE DISPLAYED HERE

[1]    Name:                         SS:            DOB:
[2]   Alias:
[3] Remarks:
[4] Permanent Address:              [5] Temporary Address:


    County:                             County:
     Phone:                              Phone:
     Office:                            From/To:
   Bad Addr:

<RET> to CONTINUE, 1-5 or ALL to EDIT, ^N for screen N, or '^' to QUIT:
```

Registration Supplement

SCREEN 1, cont.

DATA GROUP 4, cont.

COUNTY - Prepopulated; no user entry required.

PHONE NUMBER [RESIDENCE] - Enter applicant's residence telephone number.

PHONE NUMBER [WORK] - Enter applicant's business telephone number (4-20 characters).

BAD ADDRESS INDICATOR - Applies to the address at which the patient resides. Setting this field will prevent a bad address from being shared with HEC and other VAMC facilities. It will also be used to block Means Test Renewal Letters from being sent.

Once the Bad Address Indicator is set, incoming "newer" addresses, and/or manual address updates by VAMC site staff will automatically remove the Bad Address Indicator, and allow the "updated" address to be transmitted to HEC and other VAMC facilities.

This field should be manually set as follows (if applicable):

- UNDELIVERABLE - Bad Address based on returned mail
- HOMELESS - Patient is known to be homeless
- OTHER - Other Bad Address Reason

DATA GROUP 5

This data group allows you to enter a temporary address for the applicant. If a temporary address is already on file and NO is answered at the first prompt, the START DATE and END DATE will automatically be deleted. The address will remain on file but may only be viewed/edited when YES is answered at the first prompt. To delete all temporary address data, answer NO at the first prompt and YES at the following prompt: "Do you want to delete all temporary address data?". To retain all data on file, enter an up-arrow <^> at the primary prompt.

    TEMPORARY ADDRESS ACTIVE? - YES/NO - If YES, the following fields will also be prompted.

        TEMPORARY ADDRESS START DATE - Beginning date at temporary address.

        TEMPORARY ADDRESS END DATE - Ending date applicant will be at temporary address.

```
        TEMPORARY STREET [LINE 1]     |
        TEMPORARY STREET [LINE 2]     |
        TEMPORARY STREET [LINE 3]     |  Enter applicant's temporary address/phone
        TEMPORARY CITY                |
        TEMPORARY STATE               |
        TEMPORARY ZIP+4               |
        TEMPORARY ADDRESS COUNTY      |
        TEMPORARY PHONE NUMBER        |
```

```
                  CONFIDENTIAL ADDRESS DATA   SCREEN <1.1>
PATIENT NAME; SSN                                             TYPE
================================================================
[1] Confidential Address

                                From/To:

<RET> to CONTINUE, 1 or ALL to EDIT, ^N for screen N, or '^' to QUIT:
```